

QUALITY ASSURANCE AUDIT

Dryden Flight Research Center
DCP-S-006
Revision: A

Objectives:

- to determine if contractors / personnel are performing to NASA Dryden standards / contract requirements
- to determine the skills of the people performing work
- to assess / determine if the working environment is conducive to the work being performed
- to ensure project quality/workmanship standards
- to evaluate quality system and capability of off site contractors

Electronically Approved by:
Associate Director

Note 1:

- Contractor audits are scheduled every two years
- Project audits are scheduled prior to first flights, after major modifications, and after extended down time
- Above audits and any other audits (ie. off site contractors and/or shops/facilities/offices), are scheduled at the request of management

Note 2:

- Lead coordinates checklist with SMA director and the appropriate management hierarchy:**
- Contractor Audits: COTR and Contracting Officer
 - Project Audits: Project Manager and Director of Aerospace Projects
 - All other audits: at the request of management

Note 3:

Lead coordinates Audit Report with SMA director

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
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THIS SITE IS UPDATED EVERY 30 DAYS

**Quality Assurance
Specialist**

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Send the report to
the SMA director
and appropriate
parties with a cover
letter asking for a
response within 30
days with
Corrective Action
Plan
(See Note 2 & 4)

Note 4:

Unscheduled management requested audits of off-site contractors, shops, or processes are considered complete when Audit Report is provided to requester. These audits go to a record file. Any additional action taken, will be by the request of management.

File a copy of the
report

Response in
30 days?

Lead

Acceptable?

Send a letter to the
SMA director and
appropriate parties
requesting
immediate action
and pass to the
lead for signature
(See Note 2)

Still no
response in 30
days

Inform the QA lead
a response has not
been given

Inform Center
Director,
appropriate
director, and SMA
director in writing
that a response
has not been given

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Appropriate Directorate

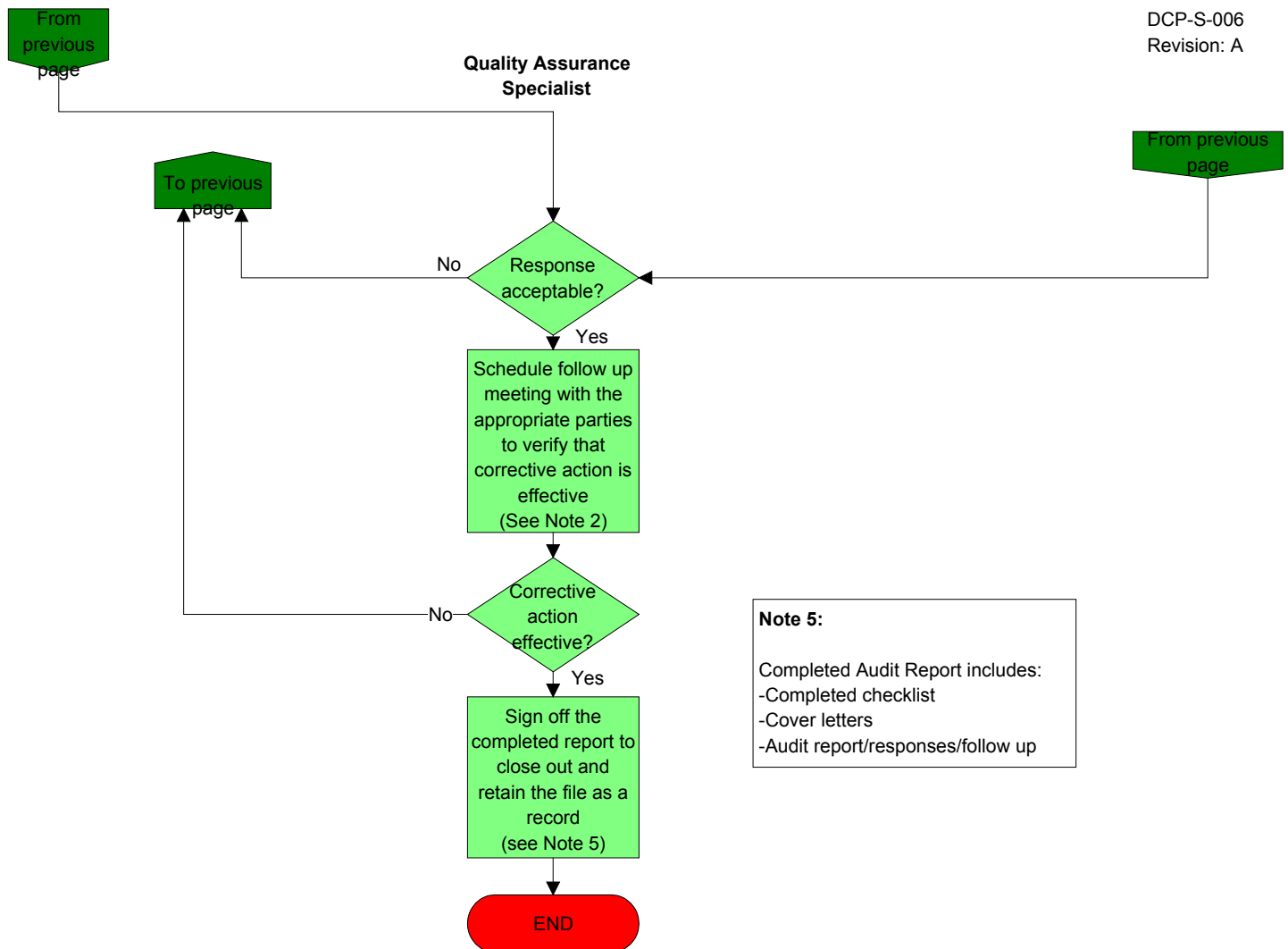
Inform the auditee
that a response is
required in 48
hours

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DOCUMENT HISTORY PAGE

This page is for informational purposes and does
not need to be retained with the document.

<u>DATE APPROVED</u>	<u>ISSUE</u>	<u>PAGE</u>	<u>AMENDMENT DETAILS</u>
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<u>2/2/99</u>	<u>Baseline</u>		
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<u>See IDMS Document Master List</u>	<u>Rev A</u>	<u>All</u>	<u>Changed title from "Contractor Quality Audit" to "Quality Assurance Audit". Added last two bullets to the objectives and "personnel" to first bullet. Added new Notes 1 & 4 and renumbered remaining notes. Modified blocks 1 & 5 of "Quality Assurance Specialist" on page 1. Modified blocks 1 & 4 of "Quality Assurance Specialist", last block of "Lead", and changed title of "Contracting Officer's Technical Representative" to "Appropriate Director" on page 2. Modified block 2 of "Quality Assurance Specialist" on page 3.</u>
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